

Trainee Appraiser Application Instructions

If you are applying for a trainee appraiser license, you must complete the following prerequisite courses before submitting an application. Completion dates of the following courses cannot be older than 5 years from the date of application:

Course	Hours
Basic appraisal principles	30
Basic appraisal procedures	30
15 hour Uniform Standards of Professional Appraisal Practice course or its equivalent	15
Any additional elective course (approved by the AQB)	15
Supervisor/Trainee Course (approved by the Board or AQB)	Any*
TOTAL	90*

The courses listed above must be Appraisal Qualifications Board (AQB) approved to qualify for credit towards the issuance of a trainee appraiser license. To locate a list of courses approved by the AQB, please follow these directions:

1. Click on the following link: <http://www.appraisalfoundation.org/>
2. Select "Education Programs" on the left menu bar
3. Select "AQB Course Approval Program"
4. Select "AQB Approved Real Property Courses"
5. Choose to download the .pdf file

Once you have completed the courses above, you may submit an application for a trainee appraiser license ([click here](#)). The following must be submitted to our office:

1. Completed application form*
2. \$100.00 application fee (*this fee is nonrefundable and nontransferable*)
3. Certificates of completion for the above required courses
4. Fingerprint background report - DO NOT apply for your fingerprint report before you mail or drop off your application (For more on this process, [click here](#))

**The application includes a section to be completed by the certified appraiser who will associate with you as your supervising appraiser. This appraiser must also have completed a the supervisor/trainee course and must have been licensed in Indiana for at least 3 years.*

If your application is approved, you will receive a letter allowing you to sit for the trainee appraiser examination. The registration process for the examination is described in that letter.

The examination is provided through Pearson Vue, and any questions on the testing process should be directed to the test provider.

Once you have passed the examination, the following must be submitted to our office:

1. \$110.00 license fee (*this fee is nonrefundable and nontransferable*)
2. Original examination score sheet

After the above have been submitted, and your license is approved, you will receive a license number.